

Post On Bulletin Board

Technician Job Vacancy Announcement

Human Resources Office
South Dakota National Guard
2823 West Main Street
Rapid City, South Dakota 57702-8170

Technician Job Vacancy Announcement Number: **106-13**

Position Title and Number:

Human Resources Assistant (Military) D1547000

Series, Grade:

GS-0203-07

Type Appointment:

Excepted: Enlisted

Location of Position:

Camp Rapid, Rapid City, SD

Salary Range:

\$38,790 to \$50,431 Per Annual

Open: **20 June 2013**

Close: 16 July 2013

Area of Consideration

1. All Tenure 1 (as defined in block 24 on the SF 50) Technicians and AGR personnel of the South Dakota Air National Guard. Applicants must presently be a Dual Status employee or a Non Dual Status employee eligible for Dual status, or an AGR.
2. All members of the South Dakota Air National Guard.
3. Personnel eligible for membership in the South Dakota Air National Guard.

Instructions to Applicants

1. Applicants must submit the following mandatory documents electronically. Signatures on electronic applications are not required:
 - a. Optional Form (OF) 612, "Optional Application for Federal Employment" or a resume.
Resume - must include, as a minimum, all the information requested on the OF 612.
(Only the last four of SSN is required on OF 612, Block 5).
 - b. SDNG Form 335-1-R, "Statement of Military History".
2. Additional supporting documents may include:
 - a. Knowledge, Skills and Abilities (KSAs) - Applicants are strongly encouraged to submit a separate sheet(s) addressing the KSAs and how they relate to work experience, education or training.
 - b. Transcripts, to receive credit for education you must submit transcripts to verify the courses completed.
3. Applicants are responsible to ensure the application is current and contains sufficient information to qualify them for the position. This announcement and applicable forms (OF 612 and SDNG 335-1-R) may be accessed on the SDNG Internet web site at <http://sdguard.ngb.army.mil/pages/Careers.aspx> under "Careers".
4. Email all forms and supporting documentation (KSAs, transcripts, etc) to ng.sd.sdarng.list.jobs@mail.mil. The email must be sent no later than the Closing Date on the Announcement. Late applications will be considered ineligible.

Equal Employment Opportunity

The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, disqualifying physical handicap, or age, and shall be based solely on job-related criteria.

Minimum Requirements for Consideration

General: Clerical or administrative experience, education and/or training which has provided the applicant with ability to search for and compile information/data, process documents, and provide information about regulations, procedures and programs.

Specialized: 12 months experience in the knowledge, skills and abilities (KSAs) as listed below. Such experience is gained in a line of work, which is similar or closely related to the work of the position to be filled. Successful completion of a resident school above the high school level may be substituted at the rate of one academic year of study for six months of specialized experience, provided the study included at least 6 semester hours (or the equivalent) in subjects closely related to the personnel field. Such subjects include: English composition; public administration; personnel administration; statistics; psychology or other courses where the primary emphasis is upon writing skills:

- Ability to explain information verbally and to prepare routine correspondence.
- Ability to examine reports, forms and other documents to ensure completeness and conformity to policies and procedures.
- Ability to apply rules/regulations to personnel actions.
- Knowledge of regulations and procedures relating to military personnel programs.
- Skill in oral and written communication in expressing and securing information.
- Skill and ability to develop and utilize computer programs required in administering personnel programs.

Compatibility Requirements

Applicant must be assigned to the following AFSC upon date of hire: 3S0X1. Applicants for this position must meet the military qualifications for the AFSC to be eligible for assignment upon date of hire. The AFSC requires an aptitude of A41 and a physical profile of 333233G. Aptitude scores can be checked on the vMPF or at Customer Service in the Force Support Squadron. Physical profiles can be checked at the Medical Squadron. Direct any questions to SD HRO (605) 737-6208. The military position for this announcement is Enlisted (E-1 thru E-6). Military grade inversion within the full-time work force is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of personnel supervised. Contact SMSgt Brian Voges in recruiting with questions concerning eligibility in the South Dakota Air National Guard at (605) 988-5461 or DSN 798-7461.

AGR Employees

Current AGR personnel of the South Dakota Air National Guard may apply for this position by using the application procedures listed above. Personnel must meet the qualifications in ANGI 36-101. The applicant selected will be assigned to a military Unit Manning Document (UMD) position as determined by the selecting official.

Experience Evaluation

All applicants who meet the minimum requirements for consideration will be further rated and ranked on their experience related to the knowledge, skills and abilities (KSAs) stated in minimum requirements for consideration above. These KSAs are those considered essential for successful performance in the position. The application and Official Personnel Files, when applicable, will be used to gather job-related background data to be used in the KSA evaluation process. Should you desire to address any or all KSAs, describe in writing the extent and nature of your experience and attach this material to your application.

Evaluation Methods

Each applicant considered to possess the minimum qualification requirements will be further evaluated in accordance with the procedures outlined in SDNG Technician Pamphlet 335-T and subsequent MOAs.

Appointment

The Adjutant General retains exclusive appointment authority of Technicians. No commitment will be made to any nominee prior to a review of his/her qualifications by that office. The issuance of this Job Vacancy Announcement does not constitute a commitment to fill the position.

Summary of Duties

The purpose of this position is to perform clerical and technical work supporting military personnel programs, operations, and functions in the State Air National Guard (ANG) Headquarters. Assignments involve final decisions and recommendations that are major significance to affected military personnel and their dependents.

Miscellaneous

1. A complete description of duties and responsibilities can be found in the Position Description (PD) available at the Human Resources Office at Camp Rapid or at 114FW/DPC in Sioux Falls.
2. The National Guard Technician Act of 1968 specifically excludes use of veteran's preference for appointments made under Title 32 U.S.C. Since this appointment is made under 32 U.S.C., veteran's preference is not applicable.
3. If you have questions or need additional information about this announcement, contact the Personnel Management Specialist, (605) 988-5708, at the 114FW/DPC or the Personnel Staffing Specialists, (605) 737-6659/DSN 747-6659 or (605) 737-6208/DSN 747-6208, at the Human Resources Office in Rapid City.
4. Appointment to a Technician position may adversely affect various types of military Incentives. See your unit Personnel Office for complete information.

Post On Bulletin Board